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BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS
(Local Board of Education Version)

In accordance with Conn. Gen. Stat. § 10-222, the Board of Education (the "Board") shall prepare an itemized estimate of its budget each year for submission to the fiscal authority (i.e. Board of Finance, Board of Selectmen, Town Council, or other appropriating municipal authority) (the "Fiscal Authority") for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories listed below are divided into one or more budgetary category line items.

Salaries
Employee Benefits
Purchased Services
Tuition, Public In-State
Tuition, All Other
Supplies
Property
Utilities
Grounds Maintenance
Other

The itemized estimate provided to the Fiscal Authority is referred to herein as the "Itemized Estimate."

The Board shall review the recommendations and suggestions made by the Fiscal Authority as to how it may consolidate non-educational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations, it shall provide the Fiscal Authority a written explanation of the reason for the rejection.

Following the annual appropriation, the Board shall meet and revise the Itemized Estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

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The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A quarterly budget report shall be prepared in the same format as the Itemized Estimate showing for each budgetary category line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Such budget report shall be presented to the Board at the **[second]** regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:

Period Covered	**Submitted**
July, August, September	October
October, November, December	January
January, February	March
March, April	May

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board transfers from one of the broad budgetary categories in the Itemized Estimate (as set forth above) to another as needed.

The Superintendent is authorized to make such transfers as necessary if the urgent need for transfer prevents the Board from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%) of the annual budget. Transfers between the broad budgetary categories in the Itemized Estimate made in such instances shall be announced at the next regularly scheduled meeting of the Board and a written explanation of such transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the board of selectmen and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.

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The Board shall not expend more than the amount of the appropriation and the amount of money received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board, the Chairperson of the Board shall notify the Fiscal Authority and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Legal Reference:

Conn. Gen. Stat. § 10-221
§ 10-222

ADOPTED:_____
REVISED:_____

7/23/2020

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BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS
[Regional Board of Education Version]

District Meeting to Consider Proposed Budget:

The Board of Education (the "Board") shall hold a public district meeting at least two weeks prior to the annual district meeting on the first **[Monday or Tuesday]** in May at which the annual budget is presented. The purpose of said meeting shall be to present a proposed budget for the subsequent fiscal year.

Preparation and Approval of Annual Budget:

After the public district meeting to discuss the proposed budget, the Board shall prepare an annual budget for the next fiscal year, make available on request copies thereof, and deliver a reasonable number to the town clerk of each of the towns in the district at least five (5) days before the annual district meeting on the first Monday in May at which the annual budget is presented.

The Board's budget shall include a statement of:

1) estimated receipts and expenditures for the next fiscal year,
2) estimated receipts and expenditures for the current fiscal year,
3) estimated surplus or deficit in operating funds at the end of the current fiscal year,
4) bonded or other debt,
5) estimated per pupil expenditure for the current and for the next fiscal year, and
6) such other information as is necessary in the opinion of the Board.

Upon approval, the Board shall estimate the share of the net expenses to be paid by each member town and notify the treasurer thereof, in accordance with Conn. Gen. Stat. § 10-51(b). The Board shall determine the schedule for payment of the respective shares by the member towns.

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Procedure in the Event of Budget Rejection:

In the event that a majority of electors reject the budget, the Board shall, within four (4) weeks thereafter and upon notice of not less than one (1) week, call a district meeting to consider the same or an amended budget. Such meetings shall be convened at such intervals until a budget is approved. If the budget is not approved before the beginning of a fiscal year, the Board shall inform the disbursing officer for each member town, or the designee of such officer, of the member town's obligation to make necessary expenditures to such district in amounts equal to the total of the town's appropriation to the district for the previous year and the town's proportionate share in any increment in debt service over the previous fiscal year, pursuant to Conn. Gen. Stat. § 7-405, until the budget is approved.

Upon approval, the Board shall estimate the share of the net expenses to be paid by each member town and notify the treasurer thereof, in accordance with Conn. Gen. Stat. § 10-51(b). The Board shall determine the schedule for payment of the respective shares by the member towns.

Budget Line Items:

For purposes of this policy, the Board shall utilize the following broad budgetary categories, divided into one or more line items.

Salaries
Employee Benefits
Purchased Services
Tuition, Public In-State
Tuition, All Other
Supplies
Property
Utilities
Grounds Maintenance
Other

Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

Monitoring the Administration of the Budget:

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The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A quarterly budget report shall be prepared in the same format as the annual budget showing for each line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Such budget report shall be presented to the Board of Education at the **[second]** regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:

Period Covered	**Submitted**
July, August, September	October
October, November, December	January
January, February	March
March, April	May

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board transfers from one line item (as set forth above) to another as needed.

Urgent Line Item Transfers:

The Superintendent is authorized to make such transfers as necessary if the urgent need for transfer prevents the Board from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%) of the annual budget. Transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board, and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.

Preparation and Approval of Supplemental Budgets:

The Board shall hold a public district meeting at least two weeks prior to the district meeting at which a supplemental budget is presented.

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The purpose of said meeting shall be to present a proposed supplemental budget for the remainder of the fiscal year.

After the public district meeting to discuss the proposed supplemental budget, the Board shall prepare the supplemental budget, make available on request copies thereof, and deliver a reasonable number to the town clerk of each of the towns in the district at least five (5) days before the district meeting at which the supplemental budget is presented.

The Board's supplemental budget shall include a statement of:

1) estimated receipts and expenditures for the current fiscal year,
2) estimated surplus or deficit in operating funds at the end of the current fiscal year,
3) bonded or other debt,
4) estimated per pupil expenditure for the current and for the next fiscal year, and
5) such other information as is necessary in the opinion of the Board.

Upon approval, the Board shall estimate the share of the net expenses to be paid by each member town and notify the treasurer thereof, in accordance with Conn. Gen. Stat. § 10-51(b). The Board shall determine the schedule for payment of the respective shares by the member towns.

Reserve Funds:

By majority vote of its members, the Board may establish a reserve fund for capital and nonrecurring expenditures, as well as for accrued liabilities for employee sick leave and severance benefits, in accordance with state law.

Legal Reference:

Conn. Gen. Stat. § 10-51
§ 10-221
§ 10-222

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